

Park Steward Assistant

Payroll Job Code - 10285

SALARY RANGE

Step 1	Step 1.5	Step 2	Step 3	Step 4	Step 5
\$24.23	24.84	25.44	26.71	28.05	29.45

DESCRIPTION

Under supervision, performs responsible public contact and park protection work; collects visitor day-use and overnight camping fees; answers questions and complaints of the public; instructs park visitors in nature or other interpretive programming; assists with minor unskilled and semi-skilled maintenance and repair tasks; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Park Steward in that the latter is a supervisory classification responsible for the daily operations of a park or parks. This classification is further distinguished from the Park Aide in that the latter is a temporary non-allocated position. Incumbents in this classification perform generalist and operational duties in the care of our parks and facilities.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by incumbents in the Park Steward class.

May act as a working lead of Park Aides and volunteers by overseeing and coordinating work.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience in working with the public.

Education:

Equivalent to the completion of the twelfth grade. Completion of college level coursework desirable.

License or Certificate:

Possession of a current California Driver's License is desired, and may be required depending upon assignment.

Possession of a valid certification in First Aid and CPR/AED is required within the first 6 months of employment.

EXAMPLE OF DUTIES:

The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.

Collect visitor day-use and overnight camping fees while stationed in park entry booth, on foot, or in a light motorized vehicle.

Complete standardized daily fee collection reports; may make bank deposits.

Record and check reservations in a park's automated reservation system.

Perform routine clerical tasks such as filing, handling cash, answering telephones, and preparing forms and accounting documents.

Assign or direct visitors to facilities.

Make rounds in all District facilities to provide assistance to the public in matters relating to their health, safety and welfare.

Monitor District parking lots and other high use park areas to ensure patrons are parking in designated areas only. Provide education and information on parking options.

Discuss low risk violations of park rules, regulations, or ordinances with park users in an effort to generate voluntary compliance. For high risk violations, repeat offenders, and unlawful activities, reports to supervisor and/or to appropriate law enforcement agencies.

Provide the public with information about the District's parks, trails, facilities, and recreation opportunities; respond to inquiries.

Assist with the planning and execution of special events.

Conduct public programs, tours, or other organized activities of a recreational or interpretive

nature.

Assist at public outreach and educational events on the District's behalf.

Protect and manage natural resources; plants and waters trees, shrubs, flowers, and grass using hand and garden tools.

Perform routine and semi-skilled tasks in the construction, maintenance and repair of park structures and facilities such as buildings, trails, plumbing, sprinkler and water systems, picnic tables, barbeque pits, playground equipment, and informational signs.

Promote safe conditions in all District facilities.

Visually inspect District facilities for cleanliness; empty trash containers and refill dispensers; sweep, wash, and disinfect restroom facilities.

Perform routine clean-up of District facilities, including picnic and swimming areas, campgrounds, and boat launch facilities, and cleaning barbeque pits and grills with hand tools.

Report hazardous situations and maintenance needs to managers and supervisory staff.

Maintain equipment in clean safe condition; operate equipment safely at all times.

Attend trainings, workshops, and classes related to job duties; may conduct training on proper and safe use of equipment.

Performs other duties as assigned.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Basic hand and power tools used in buildings and grounds maintenance work.

Cash handling and safeguarding money.

Basic functions and services of a park or open space facility.

Park rules and regulations in order to report unlawful conduct.

Principles of customer service.

Basic safety procedures and practices to be used in the workplace.

SKILL TO:

Understand and follow oral and written instructions.

Add and subtract sums of money; make correct change.

Learn the rules, regulations, policies and laws governing the operation of a District facility.

Maintain accurate records and write reports.

Perform routine maintenance and custodial tasks.

Establish and maintain effective, cooperative and respectful working relationships with all contacts.

Work effectively with volunteers and the general public.

Properly and safely use and care for hand and power tools used in buildings and grounds maintenance work.

Tactfully provide park information, including rules and regulations to volunteers and visitors.

Effectively work under pressure with multiple priorities and dealing with a wide variety of people.

Work cooperatively with District staff and other organizations.

Work independently, exercise initiative and good judgment.

ABILITY TO:

Work evening, holiday and weekends hours.

Smell and detect smoke and potentially hazardous chemicals and gases.

Proficiently operate a computer including Microsoft Office Outlook, Word, and Excel.

Perform heavy manual labor associated with Park construction and maintenance tasks which may include lifting objects weighing up to 40 pounds.

Perform tasks which include the full range of body movements involving reaching, bending, grasping and climbing.

Work outdoors in all types of weather conditions and may also be required to work in or around hazardous conditions.

Travel to different sites and locations within the District.

NOTE:

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.